

## How to Use the HIGH FIVE® Database

Before you begin, please ensure that you have your personal Database Username and Password. This information was e-mailed to you shortly after you participated in your initial HIGH FIVE® training course.

There is a “Forgot my Username” and “Forgot my Password” function on the HIGH FIVE Database – further details about how to use are shown in Section 1.

If the “Forgot My” functions do not work, please contact the Saskatchewan Parks and Recreation Association to have them reset the profile. You can call or email Karen House, Consultant – Leadership and Evaluation at [khouse@spra.sk.ca](mailto:khouse@spra.sk.ca), or at 306-780-9389 for assistance.

## What to Do When Completing a QUEST 2 Assessment

- Before you begin to input your QUEST 2 scores into the Database, you must complete your QUEST 2 assessment of your program.
- In advance of completing your QUEST 2 Assessment, you are encouraged to review your QUEST 2 Assessment Tool Manual. This was a manual you received during your QUEST 2 course – and it has a yellow cover page.
  - In it, you are encouraged to review pages 5 – 11 of this manual to understand the purpose of the assessment, the administration process, and how to calculate the results.
- When completing your Score Sheet (it is accessible as a Download on the Database), you are to use the Assessment Tool Manual to identify the score of each Quality Indicator.
  - Review the descriptors relevant to each Quality Indicator, and assign a rating of 1(poor) to 9 (excellent). The descriptors will help you to determine which is the most appropriate score for each indicator.
- Use your paper copy QUEST 2 score sheet to complete your initial assessment, and then copy that information into the Database. The following steps will guide you through that process.



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Association  
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## Section 1: Website and Log-In

- Go to [www.highfive.org](http://www.highfive.org) to visit the HIGH FIVE® National Website
- Click on “Login to Your Account” button at the top of the page



- To Login please type in your Username and Password.

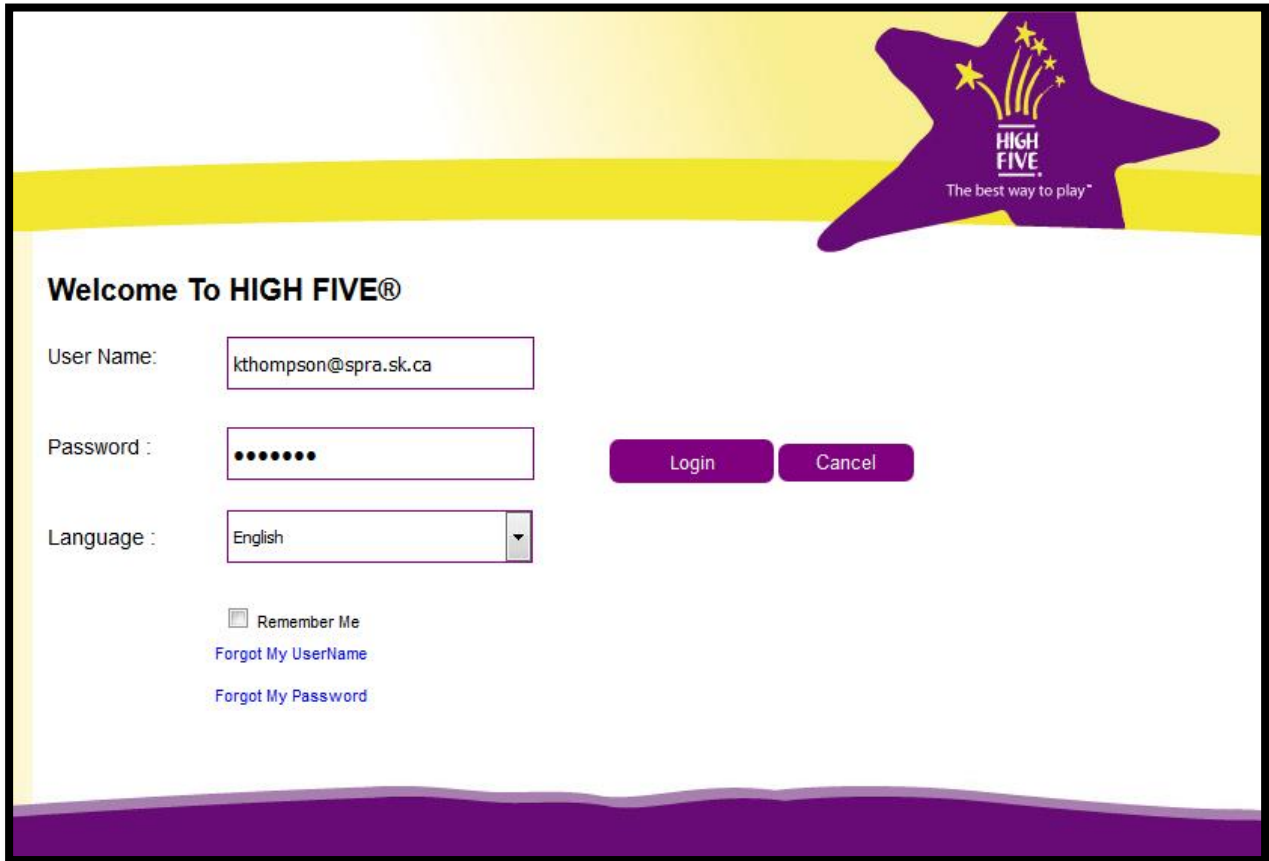
If you have forgotten your Username and/or Password, click on the links shown to recover.

**To reset your Username, just enter in your email address when the field appears.**

**To reset your password, you will have to enter both your Username and your Email address.**

Instructions on how to reset will be sent to your email address.

- Once you have your Username and your Password, comeback to this page to login.



The login page features a yellow header with a large purple star on the right containing the HIGH FIVE logo and the tagline "The best way to play™". Below the header, the text "Welcome To HIGH FIVE®" is displayed. The login form includes three input fields: "User Name:" with the value "kthompson@spra.sk.ca", "Password:" with masked characters "••••••", and "Language:" with a dropdown menu set to "English". To the right of the password field are "Login" and "Cancel" buttons. Below the language field is a "Remember Me" checkbox and two links: "Forgot My UserName" and "Forgot My Password". The page has a purple wavy footer.

Welcome To HIGH FIVE®

User Name:

Password:

Language:

☐ Remember Me

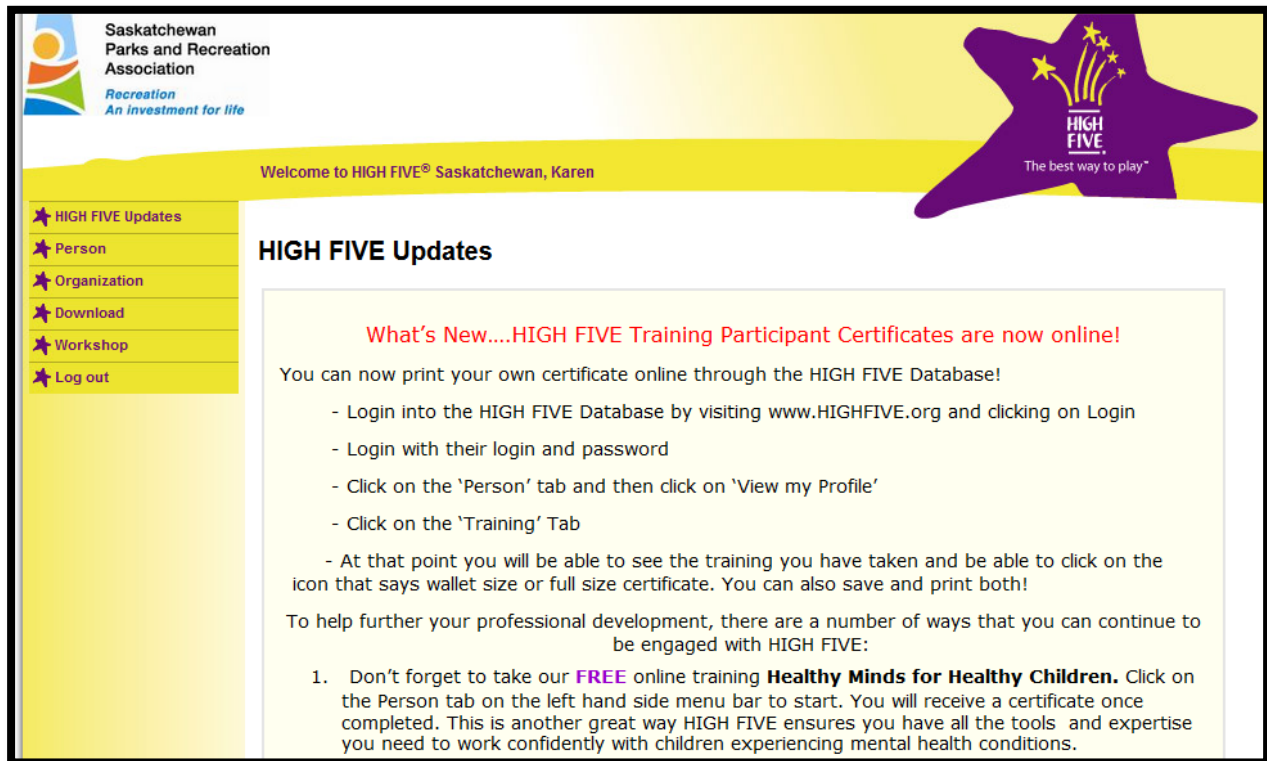
[Forgot My UserName](#)

[Forgot My Password](#)



## Section 2: Welcome and Navigation Page

- From this location you can navigate to the various menu tabs on the left hand side of the page
  - See all the HIGH FIVE Updates
  - You can update your Personal Account
  - Input a QUEST 2 Evaluation Score
  - Download Resources
  - Request a Workshop
  - Log out



## Section 3: View Your Profile

- From the “View My Profile” menu on the left hand side of the page, you can navigate through the purple tabs that review:
  - Your personal details
  - Address
  - Contact Information
    - You are welcome to update any fields within this area, including name, login, password, address, phone number etc.
  - Training – what courses you have participated in
  - Trainer Status – if you are a HIGH FIVE® Trainer only
  - The QUEST 2 Evaluations you have inputted



**Personal Details**

Person ID: 238409 Account ID: 234907 [Print Label](#)

Name: Karen Test  
Email: test@spra.sk.ca

Organization: Saskatchewan Parks and Recreation Association

**Person** Address Contact Training Trainer Status QUEST 2

Title: -- Gender: -- Birth Date (mm-dd-yyyy): Initial: --

\*Last Name: Test \*First Name: Karen Language: -- Active: ☒

☐ Accept electronic communications from HIGH FIVE®  
☐ Consent to share information with CAC  
☐ Not Searchable

Your Account/s: 234907 [Organization Setting...](#)

Login: test@spra.sk.ca Password: ●●●●●●

From Date(mm-dd-yyyy): Expire Date(mm-dd-yyyy):

**Security Group:** Supervisor

Authorized Provider: HIGH FIVE® Saskatchewan [Activate Login:](#) ☒

- If, under the “Security Group” field, it does not say “Supervisor”, please contact Karen House at 306-780-9389, or by email at [khouse@spra.sk.ca](mailto:khouse@spra.sk.ca) – as she will have to update that field for you.
- Once you have completed a QUEST 2 Entry, a copy of the evaluation will be filed in the QUEST 2 tab
- You will have the opportunity to view and print all QUEST 2 Evaluations that you have inputted

Welcome to HIGH FIVE® Saskatchewan, Karen

**QUEST 2**

Person ID: 238409 Account ID: 234907 [Print Label](#)

Name: Karen Test  
Email: test@spra.sk.ca

Organization: Saskatchewan Parks and Recreation Association

**Person** Address Contact Training Trainer Status QUEST 2

**QUEST 2 Entries**

Assessment Date	Organization Name	Program Name	Confirmation ID
Dec 12, 2014	Saskatchewan Parks and Recreation Association	ASTP Test	80477



## Section 4: Inputting QUEST 2 Evaluations

- Scroll over “Organization” on the left hand side menu and click on “QUEST 2 Score Entry”
- From this page you can find:
  - A link to the downloadable version of the QUEST 2 Score Sheet. Use this score sheet when you are completing the on-site QUEST 2 Evaluations
  - A link to a Tutorial on how to input the QUEST 2 Scores online. It is recommended that you complete this Tutorial before you input your first QUEST 2 Scores
    - Please note, once you have gone through the Tutorial once it will no longer be a link on this page.
    - If you have completed the Tutorial, the next time that you input a QUEST 2 Score, just click the “I Agree” link at the bottom of the Disclaimer
  - A link to input the QUEST 2 Scores online
    - Please note, if you choose to not complete the Tutorial the first time you are inputting the QUEST 2 Scores you must click on the “Agree Skip Tutorial” link to go directly to QUEST 2 Score input page
    - If you have completed the Tutorial, the next time that you input a QUEST 2 Score, just click the “I Agree” link at the bottom of the Disclaimer

The screenshot shows the 'QUEST 2 Score Entry' page. At the top, there is a header with the Saskatchewan Parks and Recreation Association logo and the 'HIGH FIVE' logo. Below the header, a yellow banner reads 'Welcome to HIGH FIVE® Saskatchewan, Chrisandra'. On the left, a sidebar menu lists: Person, Organization (selected), QUEST 2 Score Entry, Workshop, Return to Home, and Log out. The main content area is titled 'QUEST 2 Score Entry' and contains a 'Disclaimer' box. The disclaimer text reads: 'Please review the rules and recommendations from the "QUEST 2: Observing the Child's Experience" booklet below before continuing.' It lists seven rules: 1) Arrive before the program begins... 2) Be sure to position yourself... 3) Make every effort to avoid causing any disruption... 4) Refer to the form as necessary... 5) Observe all aspects of the program... 6) Always complete the written assessment... 7) Where there is more than one leader... Below the disclaimer is a button 'Download QUEST 2 Score Sheet'. At the bottom, it says 'I agree to follow the rules and recommendations above:' followed by three buttons: 'Agree Tutorial', 'Agree Skip Tutorial', and 'I Disagree'.

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Welcome to HIGH FIVE® Saskatchewan, Chrisandra

★ Person  
★ Organization  
★ QUEST 2 Score Entry  
★ Workshop  
★ Return to Home  
★ Log out

### QUEST 2 Score Entry

**Disclaimer**

Please review the rules and recommendations from the "QUEST 2: Observing the Child's Experience" booklet below before continuing.

- 1) Arrive before the program begins so that you can introduce yourself to the leaders and explain the purpose of the visit.
- 2) Be sure to position yourself in a location from which you can hear and see what is going on.
- 3) Make every effort to avoid causing any disruption to the program operation.
- 4) Refer to the form as necessary during the assessment while looking for desired behaviours and elements. Use the score sheet to rate each item on a scale of 1 to 9 and jot down comments to explain your assessment or relay important observations.
- 5) Observe all aspects of the program. If the opportunity does not arise to observe some of the behaviour or interactions, ask the leader how they handle these situations. However, maintain focus on what is occurring rather than on the intent of the leaders.
- 6) Always complete the written assessment during or immediately after the observation.
- 7) Where there is more than one leader, always assign a rating using the lowest common denominator.

[Download QUEST 2 Score Sheet](#)

I agree to follow the rules and recommendations above:

[Agree Tutorial](#) [Agree Skip Tutorial](#) [I Disagree](#)



## QUEST 2 Data Input – Step 1

- Input the following information as you can, including:
  - The Assessment Date
  - The Assessor – choose your name from the Drop Down Menu
  - Answer Yes or No if the Assessor is directly responsible for the program
  - Input the Program Name
  - And select from the Drop Down Menu the Site location. If your site is not listed in this menu, then just skip that step for now.
  - Then click the “Create New” button at the top of the page.

Welcome to HIGH FIVE® Saskatchewan, Karen

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**QUEST 2 Score Entry**

**Create New** Click "Create New" to start a new QUEST 2 Entry.

**\* Organization:**  
Northern Sport, Culture and Recreation District

**\* Assessor:**  
--

**\* Assessor directly responsible for program:**  
--

**\* Site:**  
--

**\* Assessment Date:(mm-dd-yyyy)**  
--

**Person who enter data:**  
Karen Test

**\* Program Name:**  
--



## QUEST 2 Data Input – Step 2

- If your program site was not included in the previous Drop Down Menu, you will have to add that site now.
- Click on “Other” in the Site Drop Down Menu – it is the last option. And then a field will appear that you can type in the site name.

tion

TWAIN School- Cumberland House FIV  
Pelican Narrows  
Pinehouse Lake  
Rec Site  
Reindeer Lake School  
Sandy Bay  
school gym  
School kitchen  
School Kitchen, Turnor Lake  
School Library  
school rink  
St Louis School Patunak  
St. Pascal School  
Stanley Mission  
Timber Bay School  
Twin Lakes Community  
Other  
Other

**\* Assessment Date:(mm-dd-yyyy)**  
11-08-2016

**Person who enter data:**  
Karen Test

**\* Program Name:**  
Test

**\* Other site:**  
Type in Your Site Name Here





### QUEST 2 Data Input – Step 3

- Click on the “Expand All” button. This will show you all the fields in the QUEST 2 form that need to be filled out. Sections include:
  - Program & Participant Information
  - Leader Information
  - Sections 1 to 5, with each Quality Indicator shown, a drop down menu for its score, and then a field for comments.
- You can also Expand and Collapse each section by clicking on the Arrows ( ► ) in the purple areas.
- Most areas are just drop down menus – so you can select the appropriate response for each field.
  - These fields match the areas of the hard copy QUEST 2 evaluation form that you will have used when you completed the initial QUEST 2 observation.

Status: NOT Saved Collapse All

**QUEST 2**

**► Program & Participant Information**

\*Program Type

\*Duration  Week(s)  days / week  Hour(s) / Day  mins / day

% of Female Participants

Participant Age From  To

\*Total # of children in the program observed

Total # of staff in the program observed

\*Follow up

**► Leader Information**

	Leader Name	Position	HIGH FIVE® Training
Leader 1	<input type="text"/>	<input type="text"/>	<input type="text" value="-- Required --"/>
<a href="#">+ Add another leader</a>			

► Sections	Total Score	Weighted Score	Weighted Score Multiplier (Total Score * Multiplier = Weighted Score)
► 1	0	0	1.72

Quality Indicator	Score 1(worst) - 9(best)	Comments/Examples
Warmth	<input type="text" value="--"/>	<input type="text"/>
Interest	<input type="text" value="--"/>	<input type="text"/>
Respect	<input type="text" value="--"/>	<input type="text"/>



### QUEST 2 Data Input – Step 4

- For each of the Sections, select your score for each Quality Indicator. Also, include a comment for each area.
- When determining the scores for each Quality Indicator, you must be referencing your QUEST 2 Assessment Tool Manual. You can reference the descriptors within the QUEST 2 Assessment Tool to develop your comments.
- Continue this for each of the 5 Sections and all Quality Indicators

► Sections	Total Score	Weighted Score	Weighted Score Multiplier (Total Score * Multiplier = Weighted Score)
► 1	57	98.04	1.72
Quality Indicator	Score 1(worst) - 9(best)	Comments/Examples	
Warmth	8 ▼	<div>Type in your comments here</div>	
Interest	7 ▼	<div>You can offer examples</div>	
Respect	9 ▼	<div>Share exact reasoning's and rational</div>	
Individualized Approach	7 ▼	<div>It's best to have a comment for each quality indicator</div>	
Involvement	8 ▼	<div>Leaders were always involved in the program - never left the program</div>	
Positive Leadership	9 ▼	<div>Leader, Jennifer, provided opportunities to the children to lead activities</div>	
Children have priority	9 ▼	<div>Children were asked what games they wanted to play.</div>	



### QUEST 2 Data Input – Step 5

- Once you have inputted all scores and comments, click **“Submit”** at the bottom of the page. Then you are done.
- If you have to walk away from the QUEST 2 Assessment, and would like to complete at another time, just press **“Save”**. The QUEST 2 Assessment will be within your profile when you return, and you can then complete and **“Submit”** at that time.
  - When you return to the Database, and want to continue on your score, go to **“Person”** in the left hand side menu, and then click **“View my Profile”**. In the horizontal menu, then click on **“QUEST 2”**, and you can access all of your QUEST 2 evaluations.
- You can also print a full copy of the Scores for your records as well.
- Once you have submitted, you are done!

Status: NOT Saved Expand All

**QUEST 2**

▶ Program & Participant Information

▶ Leader Information

▶ Sections	Total Score	Weighted Score	Weighted Score Multiplier (Total Score * Multiplier = Weighted Score)
▶ 1	57	98.04	1.72
▶ 2	27	38.88	1.44
▶ 3	27	36.18	1.34
▶ 4	26	32.76	1.26
▶ 5	39	39	1.00
<b>Total Score</b>	<b>176</b>	<b>244.86</b>	<b>N/A</b>

Expand All Print Save **Submit** View

If you ever have any questions or concerns, or require any assistance, please contact SPRA at 306-780-9389, or email Karen House at [khhouse@spra.sk.ca](mailto:khhouse@spra.sk.ca).